

Please include on Department Letterhead

MEMORANDUM

DATE: **DATE**

TO: Scott Lephart, Dean
 College of Health Sciences

FROM: **CHAIR**
 DEPARTMENT NAME

RE: Request for New Faculty Position

We would like to request a new position of **RANK, TITLE SERIES, ASSIGNMENT PERIOD**, Department of **DEPARTMENT NAME**.

The position is being requested due to **INSERT DETAILS**. I have met with Denise McCarthy and we completed the proforma for the position, with funding sources indicated. It is attached for your consideration. **(For positions other than Regular Title include the following sentence; A proposed position description is also attached)**

Assuming the position is approved, we will move forward expeditiously with recruiting, interviewing, and filling it.

Thank you for your consideration.